

State of Hawaii
Department of Public Safety
Corrections Division
Corrections Program Services Division

Request for Proposals

RFP No.: PSD 14-COR-40

**Mentoring Coordination Services for
Adult Male and Female Sentenced Felon Inmates
on the Island of Hawaii**

May 2, 2014

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

May 2, 2014

REQUEST FOR PROPOSALS

Mentoring Coordination Services for Adult Male and Female Sentenced Felon Inmates on the Island of Hawaii RFP No. PSD-COR-40

The Department of Public Safety, Corrections Division, is seeking Mentoring Coordination services for adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center to extended furlough, community custody status, on the island of Hawaii.

Mentoring Coordination services shall include, but not be limited to providing mentoring management: recruitment, selection, training, matching, and monitoring of mentees AND program management: contract oversight, data collection, evaluation, reporting.

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month period. A single contract will be awarded under this request for proposals for \$200,000.00 for the initial twenty-four month period (\$100,000/year), subject to availability of funds.

Proposals shall be mailed, postmarked by the United States Postal Service on or before June 2, 2014, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on June 2, 2014, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Department of Public Safety, Corrections Division will conduct an orientation on May 12, 2014 from 9:00 a.m. to 10:00 a.m., HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii. All prospective Applicants are encouraged to attend the orientation. Prospective applicants not able to attend the orientation meeting in Honolulu may call in at:

Call in number: 1-712-432-1212

Meeting ID number: 915-679-417#

The deadline for submission of written questions is 4:30 p.m., HST, on May 14, 2014. All written questions will receive a written response from the State on or about May 19, 2014.

Any inquiries and requests regarding this RFP should be directed in writing to Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814, telephone: (808) 587-1215, fax: (808) 587-1244, e-mail: marc.s.yamamoto@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) Copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **June 2, 2014** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

RFP COORDINATOR

Department of Public Safety
Administrative Services Office – Purchasing and Contracts
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

Marc S. Yamamoto
Ph.: (808) 587-1215
Fax: (808) 587-1244
marc.s.yamamoto@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), June 2, 2014.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m. June 2, 2014

Drop-off Sites: NONE

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	May 2, 2014
Distribution of RFP	May 2, 2014
RFP orientation session	May 12, 2014
Closing date for submission of written questions for written responses	May 14, 2014
State purchasing agency's response to Applicants' written questions	May 19, 2014
Discussions with Applicant prior to proposal submittal deadline (optional)	TBD
Proposal submittal deadline	June 2, 2014
Discussions with Applicant after proposal submittal deadline (optional)	June 4, 2014
Final revised proposals (optional)	June 5, 2014
Proposal evaluation period	June 3, 2014 To June 6, 2014
Provider selection	June 9, 2014
Notice of statement of findings and decision	June 10, 2014
Contract start date	July 1, 2014

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

For		Click on "Doing Business with the State" tab or
1	Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2	RFP website	http://hawaii.gov/spo/general/procurement-notice-for-solicitations
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4	Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5	Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6	Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7	Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9 Department of Taxation	http://hawaii.gov/tax/
10 Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
12 Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective Applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective Applicant shall

constitute admission of such knowledge on the part of such prospective Applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides Applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides Applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides Applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Public Safety
Joy Windham
919 Ala Mona Boulevard, Room 401
Honolulu, Hawaii 96814
Phone: (808) 587-3479
Facsimile: (808) 587-2568
e-mail: joy.m.windham@hawaii.gov

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Marc S. Yamamoto
Department of Public Safety
Administration Services Office – Purchasing and Contracts
919 Ala Mona Boulevard, Room 413
Honolulu, Hawaii 96814

e-mail address: marc.s.yamamoto@hawaii.gov
Facsimile: (808) 587-1244

1.7 Orientation

An orientation for Applicants in reference to the request for proposals will be held as follows:

Date: May 12, 2014 **Time:** 9:00 a.m., H.S.T.
Location: 919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

For prospective applicants not able to attend the orientation meeting in Honolulu, a call-in number is available:

Call-in: 1(712) 432-1212
Meeting ID: 915-679-417#

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: May 14, 2014 **Time:** 4:30 p.m. HST

State agency responses to Applicant written questions will be provided by:

Date: May 19, 2014

1.9 Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website

referred to in subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200).** Provides Applicant proposal identification.
 2. **Proposal Application Checklist.** The checklist provides Applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an Applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the Applicant.
- D. **Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS) , Department of Labor and Industrial Relations (DLIR) , and Department of Commerce and Consumer Affairs (DCCA) . There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2**, Website Reference, for HCE's website address.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)

- **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)
 - **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the Applicant certifies that the Applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)
- G. **Confidential Information.** If an Applicant believes any portion of a proposal contains information that should be withheld as confidential, the Applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.
- Note that price is not considered confidential and will not be withheld.***
- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
1. Postmarked after the designated date; or

2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Electronically submitted proposals shall not be acceptable.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential Applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with Applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each Applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the Applicant's final revised proposal. *The Applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by Applicants in preparing or submitting a proposal are the Applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

☐

are required

☒

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)

- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible Applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an Applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Ted Sakai	Name: Teresita V. Fernandez
Title: Director	Title: Acting Business Management Officer
Mailing Address: 919 Ala Moana Blvd., Rm 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Blvd., Rm 413 Honolulu, Hawaii 96814
Business Address: Same as above.	Business Address: Same as above.

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need

The Department of Public Safety's (PSD's) Corrections Division understands that there are some benefits in incorporating mentoring services to assist adult male and female sentenced felon inmates who are transitioning from incarceration to extended furlough, community custody status, with their reintegration into community following incarceration.

Individuals returning from incarceration to the community often need assistance in re-socialization, acceptance back into community, establishing relationships with community members, developing social skills, navigating community services, developing self-efficacy, and addressing the criminogenic needs that led them into criminal behavior. It appears to be beneficial to connect inmates with caring mentors to help keep the inmates from relapsing into a life of criminal activity, and instead help the inmate to thrive in the community they are returning to.

Mentors, as good neighbors, advocates, and social support, will listen, respect, withhold judgment, encourage individual problem solving and decision making to make the effort for change and reintegration, to face the barriers and obstacles that hinder the effort, to accept responsibility for one's own actions, and be willing to walk with the inmate through the transition from incarceration to community towards self-efficacy and self-sufficiency. Mentors are not counselors, case managers, or social workers.

Mentors may meet with a formerly incarcerated individual in a one-to-one relationships and/or in group settings to provide direction on finding community services or employment opportunities; meet with the correctional facility, probation, or parole staff to discuss issues or concerns and to understand the role and importance of supervision; spend time listening, clarifying and discussing positive socialization, transition and reintegration activities.

Mentors ought to be trained in effective, person-centered and developmental skills with the ability to understand and assist an inmate in transitioning and stabilizing him or herself in the community. Mentors can be a positive and thoughtful voice to the community toward understanding, acceptance, and reducing barriers to reintegration. Mentors employ their roles to support correctional facility, probation, or parole supervision, law enforcement, and community safety as well as encourage the formerly incarcerated individual to abide within the justice system.

PSD's Corrections Division needs Mentoring Coordination services for adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center to extended furlough, community custody status, on the island of Hawaii. The Hawaii Community Correctional Center's Case Managers receive between 50 and 100 furlough inmates on average annually, though not all request reentry services or seek mentoring assistance.

Mentoring Coordination services shall include, but not be limited to providing mentoring management: recruitment, selection, training, matching, and monitoring of mentees AND program management: contract oversight, data collection, evaluation, reporting.

B. Planning activities conducted in preparation for this RFP

A Request for Information was issued on February 28, 2014. No responses were received on March 21, 2014.

C. Description of the service goals

The goal of Mentoring Coordination services is to provide adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center to extended furlough, community custody status, with qualified mentors to assist the inmate in developing a prosocial system network as they transition from incarceration to the community.

D. Description of the target population to be served

PSD's Corrections Division would like to provide Mentoring Coordination services for adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center to extended furlough, community custody status, on the island of Hawaii.

Hawaii Community Correctional Center's Case Managers receive between 50 and 100 inmates on average annually, though not all request reentry services or seek mentoring assistance.

The Department will make referrals to the Applicant based on the request of a furlough inmate for mentoring services AND the recommendation of the Hawaii Community Correctional Center's Case Manager.

E. Geographic coverage of service

The services shall be provided to adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center to extended furlough, community custody status, on the island of Hawaii.

F. Probable funding amounts, source, and period of availability

The contract term will be for a twenty-four month period, with an option to extend for two additional twelve month period. A single contract will be awarded under this request for proposals for \$200,000.00 for the initial twenty-four month period, subject to availability of funds. Extensions, if any, will be for a twelve month period and a not exceed budget of \$100,000.00.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Applicant shall operate the program in accordance with the rules, regulations, policies and procedures of PSD. Applicant shall monitor inmates' behavior to ensure compliance with all Federal, State, County laws and rules, regulations, policies and procedures of PSD.
2. Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.
3. Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).
4. Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.
5. Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.
6. Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.
7. Applicant shall assign staff to attend facility/program meetings as scheduled by PSD.
8. Applicant shall operate as a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax. If a

nonprofit corporation, the Applicant must have a governing board whose members have not material conflict of interest and serve without compensation.

9. Applicant shall maintain by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
10. Applicant shall be required to accept inmates referred by PSD who have been assessed as being appropriate for, or in need of, mentoring coordination services unless the Applicant presents the PSD with justifiable reason that a particular inmate should not be accepted to receive mentoring coordination services. Services under this contract shall be provided to only those inmates referred by PSD. PSD shall make the final determination as to whether an inmate will continue to receive mentoring coordination services or to be terminated from receiving those services.
11. As ruled by the Office of Information Practices, PSD may withhold from inspection by the inmate or his/her attorney, all confidential progress reports, assessment reports, and treatment recommendations provided by the Applicant, unless instructed otherwise by the Department of the Attorney General. Whenever the Applicant is requested by the inmate, his/her family, or his/her attorney, to provide assessment reports or treatment progress reports to the inmate, his family, or his attorney, the Applicant shall inform the requesting party that such reports are the property of PSD, and that all requests should be directed to the contracting officer. Applicant shall notify the contracting officer, that such a request was made. The Applicant shall not release such reports directly to the inmate or to any party representing the inmate. Hawaii Revised Statutes Chapter 92, Section F-22 (1) (B) prohibits the release of confidential records that were previously submitted to criminal justice agencies.
12. Applicant shall submit to an assessment of evidence-based practices such as the Correctional Program Checklist (CPC) that is the revised form of the Correctional Program Assessment Inventory (CPAI). Applicant shall strive to attain at least an "Effective" score on the CPC by working on areas that need improvement and recommendations made by the assessment team.
13. Applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by PSD.

B. Secondary purchaser participation
(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: none.

C. Multiple or alternate proposals
(Refer to HAR §3-143-605)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to HAR §3-143-206)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards: not applicable.

E. Single or multi-term contracts to be awarded
(Refer to HAR §3-149-302)

☒ Single term (2 years or less) ☐ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: July 1, 2014 to June 30, 2016

Length of each extension: Twelve (12) months

Number of possible extensions: Two (2)

Maximum length of contract: Forty-eight months

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension:

Extensions shall be in writing, by mutual agreement, prior to the expiration of the current contract, and subject to availability of funds.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Applicant shall accept adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center to extended furlough, community custody status, on the island of

Hawaii who have been assessed by the PSD as being appropriate for services, unless the Applicant presents to PSD, justifiable reason that an inmate should not receive Mentoring Coordination Services. The Applicant shall provide only those services agreed to in advance by PSD as required for the inmate. The Applicant shall not extend the Mentoring Coordination service period or terminate an inmate without prior approval from PSD.

Mentoring Coordination services shall include, but not be limited to providing mentoring management: recruitment, selection, training, matching, and monitoring of mentors AND program management: contract oversight, data collection, evaluation, reporting.

This Scope of Services contains the specific components of Mentoring Coordination services:

1. Mentoring Management

- a. Applicant shall take the lead on all aspects of mentoring, including recruiting, screening, training, matching and supervising mentors. To ensure that there are enough mentors on hand to mentor the Applicant's caseload, the Applicant must actively recruit mentors from the community. It is important to maintain an active recruitment drive for new mentors.
- b. Applicant shall develop or present an existing comprehensive, evidence-based training program which addresses: communications skills, problem solving skills, relationship building and socialization skills, community advocacy, an understanding of criminogenic needs and their effects, an understanding of inmates and the justice system, understanding the obstacles and barriers of reintegration (including issues surrounding substance abuse, sex offenses, and mental health), developing self-sufficiency and efficacy in adults, understanding gender differences, individual safety and protocols when working with inmates.
- c. Applicant shall provide the Department the name of the mentoring curriculum it intends to utilize, or provide a copy of the mentoring curriculum that it intends to utilize. Applicant shall not utilize mentoring curriculum that has not been approved by the Department.

- d. Applicant shall take the lead on planning and implementation of group activities and other events related to the mentoring components
- e. Applicant shall provide avenues for mentors and mentees to participate in group activities.
- f. Applicant shall implement feedback surveys on quarterly basis to each mentor.
- g. Applicant shall have an intake process. Applicant shall monitor mentor progress and conduct follow-ups.
- h. Applicant shall support mentoring retention efforts by consistently monitoring the matches, address problems, and ensure fidelity to scope and purpose of reentry mentoring.
- i. Applicant shall help mentors and mentees develop positive and supportive relationships.
- j. Applicant shall ***openly communicate*** with the staff at Hawaii Community Correctional Center's Offender Services Division.

2. Mentoring Program Management

- a. Applicant shall provide the Department a copy of its established policies and procedures related to Mentoring Coordination services. If the Department does not agree with the Applicant's established policies and procedures, the Applicant shall make the necessary revisions or improvements to its policies and procedures to the complete satisfaction of the Department.
- b. Applicant shall have a clear understanding of the Department's Policies and Procedures as it relates to Mentoring.
- c. Applicant shall establish regular reporting requirements, protocol and records as identified by the Department: case management (e.g. progress or lack of progress of mentors and mentees), outcome data, contract documents.
- d. Applicant shall make any revisions or improvements to the Mentoring Coordination services as recommended by the Department.

- e. Applicant shall perform any other duties to properly manage coordination of mentoring services.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Applicant shall be able to demonstrate that all current staff meets all licensing and or credential requirement. Applicant shall employ staff that is suitable to deal with inmates. No persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea) shall be hired by the Applicant or sub-contractor.

Applicant shall successfully complete PSD's Volincor Training for Volunteers and Mentoring Training.

Any employee with a criminal history shall be subject to review and approval by PSD. PSD will review and agree to the employment of staff and sub-Service Providers in writing. PSD must agree upon, any changes to staff and/or sub-Service Providers in writing.

The staff and volunteers, if used by the Applicant, shall be under the supervision of the Mentoring Coordinator or his or her designee and shall accordingly be trained in inmate confidentiality issues and program quality assurance requirements.

Applicant shall have sufficient and relevant staff training and development. All direct service staff shall have training in and be familiar with current Departmental procedures and practices, intake, admission, and referral of inmates processes, etc.

The service provider, its staff, and subcontractors are required to understand and comply with 28 Code of Federal Regulations 115: Prison Rape Elimination Act National Standards, hereafter referred to as the PREA Standards. As part of this contract, the Department requires that the service provider, its staff, and subcontractors attend a mandatory PREA Standards training class and if applicable, a specialized PREA Standards training for Health Care workers and Investigators. The Department shall monitor the service provider, its staff, and subcontractors compliance with the PREA Standards.

If the service provider meets the PREA definition of community confinement facility and provides services to the Department's

offenders as a community confinement facility, then the service provider must adopt the relevant PREA Standards applicable to Community Confinement Facilities, which can be found at www.prearesourcecenter.org. The service provider, its staff, and subcontractors are required to cooperate with any mandated PREA Standards Audits scheduled by the Department, as dictated by the PREA Standards. The PREA Standards related to the audit process are incorporated in CFR 115.401 to 115.405. The Department shall cover the costs associated with a PREA Standards Audit for the service provider who meets the definition of a community confinement facility.

2. Administrative

Applicant must operate their program in accordance with the rules, regulations, and policies and procedures of PSD.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with applicable, Department Policies and Procedures, Federal (e.g. ADA), State of Hawaii, and County Codes, Regulations, Rules, and Laws (i.e., Fire Code, Health Care, etc.).

Applicant shall supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least two million dollars.

Applicant and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of PSD.

3. Quality assurance and evaluation specifications

Applicant shall ensure quality assurance and ongoing evaluation of the stated goals, objectives and activities of the program. Applicant shall ensure evaluative data for continuous improvement and quality control.

Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Applicant shall have a mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

Applicant shall allow PSD to monitor the Applicant's compliance with the mandates and evaluate the services performed. Based on the assessment/audit report, the Applicant will develop in concert with the contracting agency, an action plan to address deficiencies.

The Contract Manager shall evaluate unacceptable professional practice or deviations from the curriculum. The Contract Manager may at any time, recommend suspension of the services under the provisions of this agreement. Prior to the suspension of the agreement by PSD, the Applicant shall be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and shall be given reasonable time to do so. PSD shall determine reasonable time, but thirty (30) days is typical.

4. **Output and performance/outcome measurements**

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- # of inmates referred for mentoring coordination services
- # of inmates accepted for mentoring coordination services
- # of inmates rejected for mentoring coordination services and reasons for rejections
- # of inmates dropping out of the mentoring coordination services
- # of inmates terminated from the mentoring coordination services (e.g. due to misconducts)
- # of inmates terminated from mentoring coordination services due to a criminal offense
- # of inmates completing mentoring coordination services
- # of inmates who participate in mentoring coordination services and were paroled

Applicant shall establish regular reporting requirements, protocol and records as identified by the Department: case management (e.g. progress or lack of progress of mentors and mentees), outcome data, contract documents. Applicant shall not be evaluated on measures that occur outside of the contract period.

5. **Experience**

The Applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of

contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

1. List of experience as an agency providing Mentoring Coordination services;
2. List of experience as an agency providing services to offenders or defendants/ their families.
3. List of contracts performed for PSD;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success Applicant has had in recruiting and retaining quality staff.

For those Applicants that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e. the reasons why the Applicant does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

6. Coordination of services

The Applicant cannot effectively meet all of the needs of the inmate population. Community and strategic partnerships make successful reentry possible for the inmate. The Applicant shall work with criminal justice officials, the faith and nonprofit community, to effectively coordinate mentoring services.

Applicant shall be responsible for the coordination of mentoring services to the inmate. Applicant shall coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff. Applicant shall coordinate and

engage in training, communication, selection and matching of mentors with inmates.

7. Reporting requirements for program and fiscal data

Provide regular reports and documents to the Department on the progress, problems and development of mentoring across the island, with potentially attending monthly meetings (meetings could be more or less frequent depending on the Department) with the Department.

Applicant shall establish regular reporting requirements, protocol and records as identified by the Department: case management (e.g. progress or lack of progress of mentors and mentees), outcome data, contract documents.

C. Facilities

Mentoring Coordination services will be provided outside of the Department's correctional facilities. ***Exceptions: Mentor and mentee may have an initial introduction at a location on the correctional facility that is designated by the Department OR mentee groups may be held at location on the correctional facility that is approved and designated by the Department.

2.5 COMPENSATION AND METHOD OF PAYMENT

As compensation for work to be performed by the Applicant, the State agrees to pay the Applicant, the total sum not to exceed Two Hundred Thousand and No/100 Dollars (\$200,000) for the initial contract period (\$100,000.00/year).

Invoices shall be itemized, include all taxes (if applicable), and shall be the all-inclusive cost to the State, and no other charges will be honored. Invoices shall list the name of the Mentoring Coordinator, amount of work hours worked, fringe benefits, and other related costs for the month. Copies of handouts and inmate materials and supplies, travel costs, administrative costs and case management are included in the service components and shall **not** be billed separately.

Invoices shall reference the contract number. Invoices shall be signed by the Applicant's designee to verify the accuracy and authenticity. Invoice format shall be approved by the Department.

Along with the invoice, the Applicant shall attach a signed copy of a time sheet of Mentoring Coordinator's work dates/hours, as to the accuracy and authenticity.

Applicant shall not receive separate compensation for time spent in consultation with Department staff regarding curriculum development, staff meetings and case conferences.

Total payment under this Agreement shall not exceed \$200,000 for the initial term of this contract. Any costs incurred over the sums set out in the budget shall be approved by formal contract modification or be at the Applicant's sole risk

Applicant shall submit an original invoice and two copies each month indicating the contract number, number of sessions conducted by phase, and payment due. If a Sub-Applicant performed the services indicate full business name of sub-service Applicant. All invoices shall be accompanied by documentation and shall include a signed copy of a time sheet of Mentoring Coordinator's work dates/hours, as to the accuracy and authenticity.

Applicant shall submit to PSD, the monthly invoice, original and two (2) copies, for payment of delivered services no later than 30 days after the last referral for the month. The address is:

Department of Public Safety
Corrections Division – Joy Windham
919 Ala Moana Blvd., #401
Honolulu, Hawaii 96814

The monthly invoice shall include where the Applicant's representative shall certify the request for payment and PSD's representative shall approve for payment:

I certify that all expenditures reported or payments requested are to the best of my knowledge in full compliance with the terms and conditions of the contract:

Certified Correct and
Approved for Payment:

Agency Representative
Representative

Date

Department

Applicant shall be compensated in full for each service provided in accordance with the terms and conditions of the resultant Agreement.

A tax clearance certificate, not over two (2) months old, with an original green certified stamp, must accompany the invoice for final payment on the contract.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. Necessary Skills

The Applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The Applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers to verify experience. The State reserves the right to contact references to verify experience.

1. List of experience as an agency providing Mentoring Coordination services;
2. List of experience as an agency providing services to offenders or defendants/ their families.
3. List of contracts performed for PSD;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. PSD reserves the right to contact any of the listed points of contact to inquire about the Applicant's past service performance and personnel;
5. Success Applicant has had in recruiting and retaining quality staff.

For those Applicants that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e. the reasons why the Applicant does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

C. Quality Assurance and Evaluation

The Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

Applicant shall ensure quality assurance and ongoing evaluation of the stated goals, objectives and activities of the program. Applicant shall ensure evaluative data for continuous improvement and quality control.

Applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology. Applicant shall have a mechanism for receiving, documenting, and responding to consumer grievances, including an appeals process.

Applicant shall allow PSD to monitor the Applicant 's compliance with the mandates and evaluate the services performed. Based on the assessment/audit report, the Applicant will develop in concert with the contracting agency, an action plan to address deficiencies.

The Contract Manager shall evaluate unacceptable professional practice or deviations from the curriculum. The Contract Manager may at any time, recommend suspension of the services under the provisions of this agreement. Prior to the suspension of the agreement by PSD, the Applicant shall be allowed to make every effort to correct any perceived unprofessional conduct by its staff, and shall be given reasonable time to do so. PSD shall determine reasonable time, but thirty (30) days is typical.

D. Coordination of Services

The Applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

The Applicant cannot effectively meet all of the needs of the inmate population. Community and strategic partnerships make successful reentry possible for the inmate. The Applicant shall work with criminal justice officials, the faith and nonprofit community, to effectively coordinate mentoring services.

Applicant shall be responsible for the coordination of mentoring services to the inmate. Applicant shall coordinate program activities, appointments and interviews with correctional counselors, security staff, and other correctional staff. Applicant shall coordinate and engage in training, communication, selection and matching of mentors with inmates.

E. Facilities

Mentoring Coordination services will be provided outside of the Department's correctional facilities. ***Exceptions: Mentor and mentee may have an initial introduction at a location on the correctional facility that is designated by the Department OR mentee groups may be held at location on the correctional facility that is approved and designated by the Department.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The Applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The Applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The Applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The Applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

Applicant shall include a detailed discussion of the Applicant's approach to applicable service activities and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Service Activities

(Minimum and/or mandatory tasks and responsibilities)

Applicant shall accept adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center to extended furlough, community custody status, on the island of Hawaii who have been assessed by the PSD as being appropriate for services, unless the Applicant presents to PSD, justifiable reason that an inmate should not receive Mentoring Coordination Services. The Applicant shall provide only those services agreed to in advance by PSD as required for the inmate. The Applicant shall not extend the Mentoring Coordination service period or terminate an inmate without prior approval from PSD.

Mentoring Coordination services shall include, but not be limited to providing mentoring management: recruitment, selection, training, matching, and monitoring of mentors AND program management: contract oversight, data collection, evaluation, reporting.

This Scope of Services contains the specific components of Mentoring Coordination services:

1. Mentoring Management

- a. Applicant shall take the lead on all aspects of mentoring, including recruiting, screening, training, matching and supervising mentors. To ensure that there are enough mentors on hand to mentor the Applicant's caseload, the Applicant must actively recruit mentors from the community. It is important to maintain an active recruitment drive for new mentors.
- b. Applicant shall develop or present an existing comprehensive, evidence-based training program which addresses: communications skills, problem solving skills, relationship building and socialization skills, community advocacy, an understanding of criminogenic needs and their effects, an

understanding of inmates and the justice system, understanding the obstacles and barriers of reintegration (including issues surrounding substance abuse, sex offenses, and mental health), developing self-sufficiency and efficacy in adults, understanding gender differences, individual safety and protocols when working with inmates.

- c. Applicant shall provide the Department the name of the mentoring curriculum it intends to utilize, or provide a copy of the mentoring curriculum that it intends to utilize. Applicant shall not utilize mentoring curriculum that has not been approved by the Department.
- d. Applicant shall take the lead on planning and implementation of group activities and other events related to the mentoring components
- e. Applicant shall provide avenues for mentors and mentees to participate in group activities.
- f. Applicant shall implement feedback surveys on quarterly basis to each mentor.
- g. Applicant shall have an intake process. Applicant shall monitor mentor progress and conduct follow-ups.
- h. Applicant shall support mentoring retention efforts by consistently monitoring the matches, address problems, and ensure fidelity to scope and purpose of reentry mentoring.
- i. Applicant shall help mentors and mentees develop positive and supportive relationships.
- j. Applicant shall ***openly communicate*** with the staff at Hawaii Community Correctional Center's Offender Services Division.

2. Mentoring Program Management

- a. Applicant shall provide the Department a copy of its established policies and procedures related to Mentoring Coordination services. If the Department does not agree with the Applicant's established policies and procedures, the Applicant shall make the necessary revisions or improvements to its policies and procedures to the complete satisfaction of the Department.

- b. Applicant shall have a clear understanding of the Department's Policies and Procedures as it relates to Mentoring.
- c. Applicant shall establish regular reporting requirements, protocol and records as identified by the Department: case management (e.g. progress or lack of progress of mentors and mentees), outcome data, contract documents.
- d. Applicant shall make any revisions or improvements to the Mentoring Coordination services as recommended by the Department.
- e. Applicant shall perform any other duties to properly manage coordination of mentoring services.

3.5 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Demonstrate financial solvency, clear accounting and budget management practices and adequate staffing capacity for administration and coordination

The cost proposal shall provide an all-inclusive amount of work hours worked, fringe benefits, and other related costs for the month for the Mentoring Coordinator. Note that the Department will only pay for services already rendered.

Copies of handouts and inmate materials and supplies, travel costs, administrative costs and case management are included in the service components and shall **not** be billed separately.

All budget forms, instructions and samples are located on the SPO website. (See subsection 1.2, Websites References for website address.) The following budget form(s) shall be submitted with the Proposal Application:

B. Other Financial Related Materials

1. Accounting System

To determine the adequacy of the Applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

3.6 Other

A. Litigation

The Applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

100 Points

TOTAL POSSIBLE POINTS

100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certificate of Liability Insurance

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the Applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the Applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

5pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

4pts

- Points of contact, address, e-mail/phone numbers to verify experience.
- One (1) year experience

- | | |
|---|--|
| <p>C. Quality Assurance and Evaluation</p> <ul style="list-style-type: none"> Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. | <p><u>4pts</u></p> <p>_____</p> <p>_____</p> |
| <p>D. Coordination of Services</p> <ul style="list-style-type: none"> Demonstrated capability to coordinate services with other agencies and resources in the community. | <p><u>4pts</u></p> <p>_____</p> <p>_____</p> |
| <p>E. Facilities</p> <ul style="list-style-type: none"> Adequacy of facilities relative to the proposed services. | <p><u>3pts</u></p> <p>_____</p> <p>_____</p> |

2. Project Organization and Staffing (15 Points)

The State will evaluate the Applicant's overall staffing approach to the service that shall include:

- | | |
|---|---|
| <p>A. Staffing</p> <ul style="list-style-type: none"> <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program. | <p><u>8pts</u></p> <p>_____</p> <p>4pts</p> <p>_____</p> <p>4pts</p> <p>_____</p> |
| <p>B. Project Organization</p> <ul style="list-style-type: none"> Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. | <p><u>7pts</u></p> <p>_____</p> <p>4pts</p> <p>_____</p> <p>3pts</p> <p>_____</p> |

3. *Service Delivery (55 Points)*

- Mentoring Management: Demonstrated ability to take lead on all aspects of mentoring, ability to develop or present a mentoring program, mentoring curriculum, ability to take lead on planning and implementation of mentoring activities, etc. (See Scope of Work.)
- Program Management: Policy and procedures for mentoring, demonstrated ability to establish regular reporting requirements, protocol and records, ability to make any revisions or improvements to mentoring services, ability to perform any other duties to properly manage mentoring services, etc. (See Scope of Work.) AND Administrative: Demonstrated ability to operate program in accordance w/rules and regulations, and policies and procedures of PSD, etc. (See Scope of Work.)

30pts

25pts

5. *Financial(10 Points)*

- Pricing structure based on cost reimbursement:
Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal. . (See Scope of Work.)
- Lists an all-inclusive amount of work hours worked, fringe benefits, and other related costs for the month for the Mentoring Coordinator (Copies of handouts and inmate materials and supplies, travel costs, administrative costs and case management are included in the service components and will **not** be billed separately.)
- Adequacy of accounting system.

B. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each Applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: PSD 14-COR-40

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Proof of Insurance			X	

*Refer to subsection 1.2, Website Reference for website address.

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